

## **MADERA COUNTY**

### **PERSONNEL TECHNICIAN I PERSONNEL TECHNICIAN II**

#### **DEFINITION**

Under supervision (Personnel Technician I) or general supervision (Personnel Technician II), to process personnel transactions; to establish, maintain, and update Department/County personnel files; to prepare and audit payroll and time records; to perform a variety of office support functions in assigned office; to provide information on personnel procedures, rules, employee benefits, and employer-employee relations agreements; to maintain confidentiality of personnel and employee relations information; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Personnel Technician I**

Exercises no supervision.

##### **Personnel Technician II**

May exercise technical and functional supervision over lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in the Personnel Technician class series are distinguished from positions in the Personnel Assistant class series in that positions in the Personnel Technician series are involved in personnel transactions on a County-wide basis or are in a major County department with a state personnel system. Incumbents are required to provide information and answer questions requiring a comprehensive knowledge of the County's overall personnel function or the State's Merit System.

**Personnel Technician I**--This is the entry level in the Personnel Technician class series. Positions at this level usually perform most of the duties required of the positions at the Personnel Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Personnel Technician II**--This is the full journey level in the Personnel Technician class series. Positions at this level are distinguished from the Personnel Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Personnel Technician II level are normally filled by advancement from the Personnel Technician I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Personnel Technician II level.

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**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides information regarding personnel procedures, employment processes, salary ordinances, leave balances, personnel policies, employee benefits, and related areas to other County staff, office visitors and telephone callers; audits and processes employee time cards, determining overtime earnings and method of compensation; audits and coordinates Department payroll information; maintains employee time and leave balance information by posting information to employee time cards; audits leave records for proper use of leave; maintains time use records for employees receiving disability benefits; distributes information on how time was actually charged to requisite departments and the Auditor-Controller's office; processes personnel actions for new hires, promotions, salary increases, and salary step adjustments; projects future salary costs for budget development purposes; audits monthly payroll information for completeness and accuracy; prepares time and pay adjustment records; track and monitor temporary employee eligibility for salary increases and benefits; determine eligibility for employees participating in the Catastrophic Leave Program; prepares correspondence; maintains back-up data for personnel actions; provides information to department staff responsible for time and personnel records; schedules and coordinates various types of examinations and interviews; performs general office assistance duties; maintains confidentiality of personnel files and related information; operates office equipment; provides lead assistance and training for assigned staff.

**OTHER JOB RELATED DUTIES**

Provides information regarding employer-employee relations agreements; distributes overtime reports to requisite departments and the Auditor-Controller's office; performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Personnel Technician I**

**Knowledge of:**

Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.  
English usage, spelling, grammar, and punctuation.  
Basic mathematical principles.  
Fiscal recordkeeping principles and practices.

**Skill to:**

Type and enter data at a speed necessary for successful job performance.  
Operate modern office equipment including computer equipment.

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**Ability to:**

Learn Madera County and other applicable personnel and payroll procedures, policies, and regulations.  
Learn County employee benefits and employer-employee relations agreements.  
Learn functions and operations of the assigned office.  
Deal tactfully and courteously with the public and other County staff when providing information about personnel policies and records.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

***Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:***

**Experience:**

Two years of responsible office assistance experience including experience working with a personnel system and personnel records in personnel.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by course work in bookkeeping, personnel, office practices, or a related field.

**Special Requirements:**

***Essential duties require the following physical skills and work environment:***

Ability to work in a standard office environment.

**Personnel Technician II**

**In addition to the qualifications for a Personnel Technician I:**

**Knowledge of:**

Madera County and other applicable personnel and payroll procedures, policies, and regulations.  
County employee benefits and employer-employee relations agreements.  
Functions and operations of the assigned office.

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**Ability to:**

Assume responsibility for Department/County timekeeping, personnel action, and leave balance records.

Prepare and audit payroll records and information.

Interpret and apply County and other applicable personnel rules, laws, policies, and employer-employee relations agreements with good judgment while carrying out a variety of personnel assistance assignments.

Effectively provide information to employees and job applicants on a variety of personnel subjects.

Prepare and maintain a variety of technical and statistical personnel records.

Perform a variety of office assistance assignments with minimal guidance and supervision.

**Experience and Training Guidelines:**

***Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:***

**Experience:**

Two years of technical personnel experience comparable to that of a Personnel Technician I with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by course work in bookkeeping, personnel, office practices, or a related field.

**Special Requirements:**

***Essential duties require the following physical skills and work environment:***

Ability to work in a standard office environment.

**Effective Date:** May, 1995